

Title:	<b>Reporting of Fatality or Multiple Hospitalization Incidents</b>	
Purpose:	To establish a standard reporting procedure for the City and County of Honolulu for fatality or multiple hospitalization incidents.	
Issued by:	Industrial Safety and Workers' Compensation	Date: February 15, 2005
References:	Hawaii Administrative Rules (HAR), Title 12, Chapter 12-52-8; CS Circulars 1186 (12-4-78), 26-87 (12-1-87) and 15-94 (10-3-94)	

**I. POLICY**

The City and County of Honolulu (City) will report to the Hawaii Occupational Safety and Health Division (HIOSH) all work related incidents resulting in the death of an employee or the hospitalization of three or more employees. Reporting procedures shall comply with Chapter 12-52-8, HAR.

**II. APPLICABILITY**

This policy is applicable to all City departments and agencies.

**III. PROCEDURES**

- A. Each City department or agency will report within eight (8) hours, a work related accident resulting in:
  1. Loss of life; or
  2. Injury to three or more employees requiring inpatient hospitalization; or
  3. Property damage in excess of \$25,000.
- B. The department, agency or person in charge of the work activity shall orally report the fatality or multiple hospitalization incidents by telephone (586-9102) or in person (HIOSH, 830 Punchbowl Street, Honolulu, Hawaii 96813).
- C. Reporting required under this policy shall include the following information: department or agency name, location of the incident, time of the incident, number of fatalities or hospitalized employees, the extent of any injuries, contact person and phone number, a brief description of the incident, and the amount of property damage, as applicable. Any additional or follow-up reports required by HIOSH shall be completed upon request.
- D. The reporting requirement applies to each fatality or hospitalization of three or more employees occurring within thirty (30) days of an incident.
- E. The only exception to these reporting requirements may occur when a department or agency does not learn of a reportable incident at the time it occurs. When a reportable incident as defined in paragraph A or D becomes known, the department or agency shall make a report within eight (8) hours of the time the incident is reported to any agent or employee of the department or agency.

#### **IV. RESPONSIBILITIES**

##### **A. Department and Agencies**

Department and agencies are responsible for compliance with this policy as follows:

1. Report fatality or multiple hospitalization incidents as required in paragraph III above.
2. Assure the contents of this policy are understood and implemented throughout each division, activity or operation within the organization.
3. Notify the DHR Industrial Safety Branch and appropriate employee union(s) of fatality or multiple hospitalization incidents.
4. Analyze fatality or multiple hospitalization incidents to determine the factors that may have caused the incident and recommendations to prevent similar incidents.

##### **B. Department of Human Resources (DHR)**

1. Establish the policy and procedures for reporting fatality and multiple hospitalization incidents to HIOSH.
2. Advise and assist departments and agencies in incident analysis and in implementing measures to prevent future incidents of a similar nature.
3. Review and update this policy as changes occur in laws, standards, guidelines, rules or regulations.